



FINANCE COMMITTEE
TOWN OF BERNARDSTON
BERNARDSTON, MASSACHUSETTS

bm

MINUTES OF THE MEETING OF 04 DECEMBER 2023

PRESENT: Jane Dutcher, Brian Hervieux, Stephen Nestanpower, Tammy Powell

ABSENT: Jody Coleman

The meeting was called to order at 6:33 PM.

The meeting included the following reviews and/or discussions held in the order of their occurrence:

1. The minutes of the 06 November 2023 meeting was reviewed and by a motion made by Mrs. Dutcher and seconded by Mr. Nestanpower, were approved as submitted by unanimous vote.
2. Mrs. Dutcher shared with the members upcoming events that have been scheduled and Committee members have been invited to participate. The events include:
 - a. The *PVRS Facilities Masterplan Committee* meeting on 15 December 2023 beginning at 12:30;
 - b. The *Bernardston Town Shredding* of official documents on 14 December 2023 that is being coordinated by Interim Town Coordinator Karen Kelly.
3. The following FY 25 departmental budgets have been received:
 - a. The *Historical Commission* submitted a Level Funded budget under the auspices of the new Chairperson;
 - b. The *Franklin County Waste Disposal District* included several increases for certain hazardous waste including paint and all oils.
4. The meeting continued with a detailed review of the FY 25 Bernardston Capital Plan led by Mrs. Dutcher and included the following observations followed by the individual department requests or anticipated needs:
 - I. Observations:
 - a) Prior year activities were not included;
 - b) Most departmental budgets have not been updated;
 - c) Several questions have been raised concerning the chipper, pressure washer, freight liner, and roller;
 - d) The Selectboard has requested an inventory of all equipment from every department.

II. Departments:

a) Police Department:

- 1) The replacement of the roof, doors, and floor;
- 2) Several vehicles [22 Durango, Tahoe];
- 3) The 2016 Durango was sold;
- 4) There are now 4 full-time officers that impacts on the number of required vehicles.

b) Fire Department:

- 1) The continuing concerns that include the station, the windows, and the office refurnishing;
- 2) A complete vehicle review.

c) Powers Institute:

- 1) The Kitchen, and Bathroom floors status remain a revolving situation;
- 2) A question remains whether the Front Hall windows have been resealed or need to be resealed;
- 3) The NE corner drainage repair has been completed but the SE corner is now leaking;
- 4) The basement Mini-split has been replaced;
- 5) An Electric Water heater has been installed to replace the aging existing oil-based water heater;
- 6) The Dishwasher might need rep-lacing as it leaks during certain usage cases.

d) Library:

- 1) The wiring, insulation, erosion, roof, window, 3mini-splits and furnace work have been completed.

e) Town Hall:

- 1) A new furnace was installed and the Handicap Ramp was completed.

f) BES:

- 1) The annual Glycol Exchange has been completed;
- 2) The following requests have been submitted
 - a. Window Shades;
 - b. Grease trap maintenance [no estimate was included];
 - c. Receptacles for non-flushable items in the bathrooms;
 - d. Mini-splits vs. Air Conditioners [\$ 50K over 10 years];

- e. Whiteboards;
 - f. Lights in the Foyer;
 - g. Playground modernization.
5. The meeting continued with brief discussions led by Mrs. Dutcher regarding:
- a. The *Holiday Schedule* for all Town employees during 2024;
 - b. The need to complete the Committee's report to be included in the *Annual Report* that will include completed work during 2023 and anticipated work for 2024;
 - c. The Particulars for the approved *Selectboard Holiday Party* scheduled for December 21st beginning at 12:00 PM.

The next meeting has been scheduled for Monday, 18 December 2023 beginning at 6:30 PM in Town Hall.

The meeting was adjourned by unanimous vote at 8:06 PM.

Respectfully Submitted:



Stephen Nestanpower